

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0043

ISSUE DATE: May 24, 2016

TITLE: Research Analyst 2

CLOSING DATE: June 7, 2016

DIVISION/UNIT: Division of Local Government Services

LOCATION: 101 South Broad Street, Trenton, NJ
08625

SALARY RANGE: P21: \$51,529.95 - \$72,953.46

POSITION(S): 1

DISTRIBUTION: Statewide

DESCRIPTION OF MAJOR DUTIES:

Undertake legal and policy-oriented research pertaining to local government and the Division of Local Government Service's responsibilities. Assist in tracking of legislation. Assist drafting of legislative bill comments. Assist drafting of regulations promulgated by both the Director of the Division of Local Government Services and the Local Finance Board, along with assisting in the administration of various aspects of the Division's regulatory process. Assist drafting of technical and regulatory guidance documents.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in legal or legislative research, which shall have included the preparation of basic research and technical reports.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Juris Doctor degree or LLB from an accredited law school may be substituted for the indicated experience.

NOTE: A Master's degree in Public Administration, Political Science, Government, or other relevant area may be substituted for one (1) year of indicated experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0043
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be e-mailed to: resumel@dca.nj.gov

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.